

## Catering Agreement

The following catering agreement is hereby entered into by:

\_\_\_\_\_, of \_\_\_\_\_  
\_\_\_\_\_

Hereinafter referred to as "Client", AND

**The Village Tap & Grill**, hereinafter referred to as "Caterer", of Aspen Village Properties; 310 Emerald Park Road, Emerald Park, SK S4L 1B9

### Witnesseth

Client and Caterer agree as follows:

1. **TERM:** Client and caterer agree that this Catering Agreement between the parties is for catering service that shall commence on, \_\_\_\_\_, at \_\_\_\_\_ AM/PM and catering service shall continue until \_\_\_\_\_ AM/PM \_\_\_\_\_, 20\_\_\_. Said agreement may be extended and/or renewed by agreement of all parties in writing thereafter.
2. **Event Details:**
  - a. Date of Event: \_\_\_\_\_
  - b. Location: \_\_\_\_\_
  - c. Client Estimated Guests Count \_\_\_\_\_
    - 1.) Guests with special dietary \_\_\_\_\_
  - d. Client agrees to a final guest count 7 days prior to the event.
3. **Date Charge:** Client shall agree to pay a non refundable charge to secure the date of the event. The Date Charge is a non-refundable charge to the Caterer for removing the date from availability from other potential clients. Client agrees to a Date Booking Charge of \$\_\_\_\_\_ Which will be posted as date line item on the final bill as such, the date booking fee is calculated as: 50 (fifty) percent of the menu base price, 50 (fifty) percent of total event cost including rentals, decorations, tax, etc. A lump sum based on a percentage of expected event costs. The minimum date charge is \$250.00. The Date Charge is due on contract signing and the date will be taken off the market the day the check is delivered.
4. **Settlement of Balance Due:** Balance due to caterer by client shall be the **TOTAL** event contract costs, including federal and provincial sales taxes where applicable, less the Date Charge and any further deposits made on the contract account.
  - a. Client agrees to pay Caterer all monies due and payable in full on the day of the scheduled event, unless otherwise agreed upon by the client and caterer in writing and attached to this contract.

b. Client agrees to pay at minimum, the agreed upon per person catering fee for the confirmed guest total, given 7 days prior to the event and any agreed upon guest increases given prior to 48 hours of the event. Client agrees to pay the additional amount of \$8.00 for each additional guest if the count is raised less than 48 hours prior to the event.

c. Client agrees that the Date Charge fee is a non refundable deposit. And as such any and all cancellations receive no return on the Date Charge fee. This fee is collected in exchange for us removing the agreed upon date availability from our inventory. If a cancellation occurs 7 days prior to the day of the event, 50% of said deposit may be used within 6 months on a rebooked, **catering only**, subject to facility availability. This 50% may not be used on the Aspen Links Golf Course or the Village Tap & Grill restaurant. Cancellations within 14 days of the scheduled function receive no future date credit.

**\*Some packages may not accommodate room for guest increases later than 48 hours prior to the event.**

**5. Additional Services:** Client agrees to pay for any and all additional services requested by the client, e.g. decorations, rental of facility, rental of equipment, and all supplies; set up of rental equipment, refuge removal, etc. Additional services requested shall be included, and added to the proposal where time permits. Verbal modification by the client the day of the event will be included on the settlement bill.

**1. Duties of the Caterer:**

- a. Caterer represents to the Client that “The Village Tap & Grill” is in compliance with provincial health department rules and regulations.
- b. Caterer maintains a general liability insurance policy. For each and every event.
- c. Caterer agrees to provide service to the Client for the Term listed in paragraph 1 above. Service shall include Preparation and Service of the food items as specifically provided for in Attachment “A”.
- d. Caterer agrees to provide any and all additional services as requested and previously agreed upon by the Client and caterer. Caterer shall be responsible for initial payment of fees and deposits assessed by any rental of equipment or supplies obtained from an outside source or vendor and be offered by the Caterer. Caterer agrees to indemnify and hold Client harmless for Payment of fees incurred to any rental agency the caterer is utilizing.

**2. Duties of the Client:**

- a. Client acknowledges liability for any damage to the rental equipment and facility used during the course of the event.
- b. Client agrees to full responsibility of all financial arrangements provided for above.
- c. Client agrees that a reversal on a credit card charge will not be allowed, and that if reversal does occur the Client is liable for 2 times the originally charged amount, as well as any chargeback fees and all other costs incurred by the caterer,

including but not limited to, collection of the debt, bank charges, check charges, etc.

**3. Leftover Food Items:**

Food items leftover after all guests in attendance have been served and the service time agreed upon has been fulfilled will be taken away with us at clean-up. Because of health and safety regulations, and variables in maintaining safe temperatures and storage of food items, there will be no exceptions to this policy.

**4. Obligation of Heirs and Assigns:** The terms of this Catering Agreement shall be binding upon the heirs and assigns of both parties.

**5. Executed in Duplicate on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

**Client:**

**By:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Caterer:**

**The Village Tap & Grill**

**By:** \_\_\_\_\_  
**Manager**

**Date** \_\_\_\_\_

**Mandatory for all Caterings:**

**Setup / Tear Down Fee.....\$ 2.00 per person**  
(includes basic room setup, linen rental and laundering, tear down and cleaning expenses)

**Additonal Labour Fee.....\$20.00 per hour**  
(applied when setup is done above and beyond the basic requirements, as per Clients request)

**Room Rental**

**Boardroom.....\$ 75.00**  
**The Loft.....\$ 175.00**  
**Banquet Hall.....\$ 350.00**

**Optional Services:**

**(Please check all that apply)**

- Sound System Rental & Setup.....\$ 75.00**
- Auxiliary Boardroom Projection Unit.....\$ 25.00**  
(available in the boardroom only)\_
- Projection Screen rental & Setup.....\$ 40.00**
- HD TV Rental.....\$ 50.00**